

Getting Started



Over the span of your life, you may find yourself repeating the job search process several times since most people will change positions several times throughout their working lives. Learning and adapting job search skills will provide you with a lifelong ability to effectively maneuver through the job search process.

BEFORE YOU BEGIN

Job Search Basics

- Determine your objectives
- Develop effective documents
- Extend your career network
- Interview Preparation
- Interview and afterward

Evaluation of Job Offers

Once you have received a job offer, you must evaluate the offer and determine if the position will be a good fit for you.

- Are the position and employer compatible with your values and interests?
- Are you prepared to reject the offer if the position is wrong for you?
- Does the salary meet your requirements?

Handling Job Search Rejection

Rejection is a natural part of the job search process. You will not obtain a 100%, or even 50%, success rate with employers. Keep in mind the factors influencing the employer's decision-making. The number of résumés received, specific candidate experience, and networking all play a large role in the selection process.

It is easy to become snagged by the notion that a job rejection equates to a personal rejection; however, consider that perhaps you were not an ideal fit for the employer. It is normal and okay to feel hurt and frustrated, but refocus your energy on maintaining your job search and keeping a positive mental attitude.

About Networking

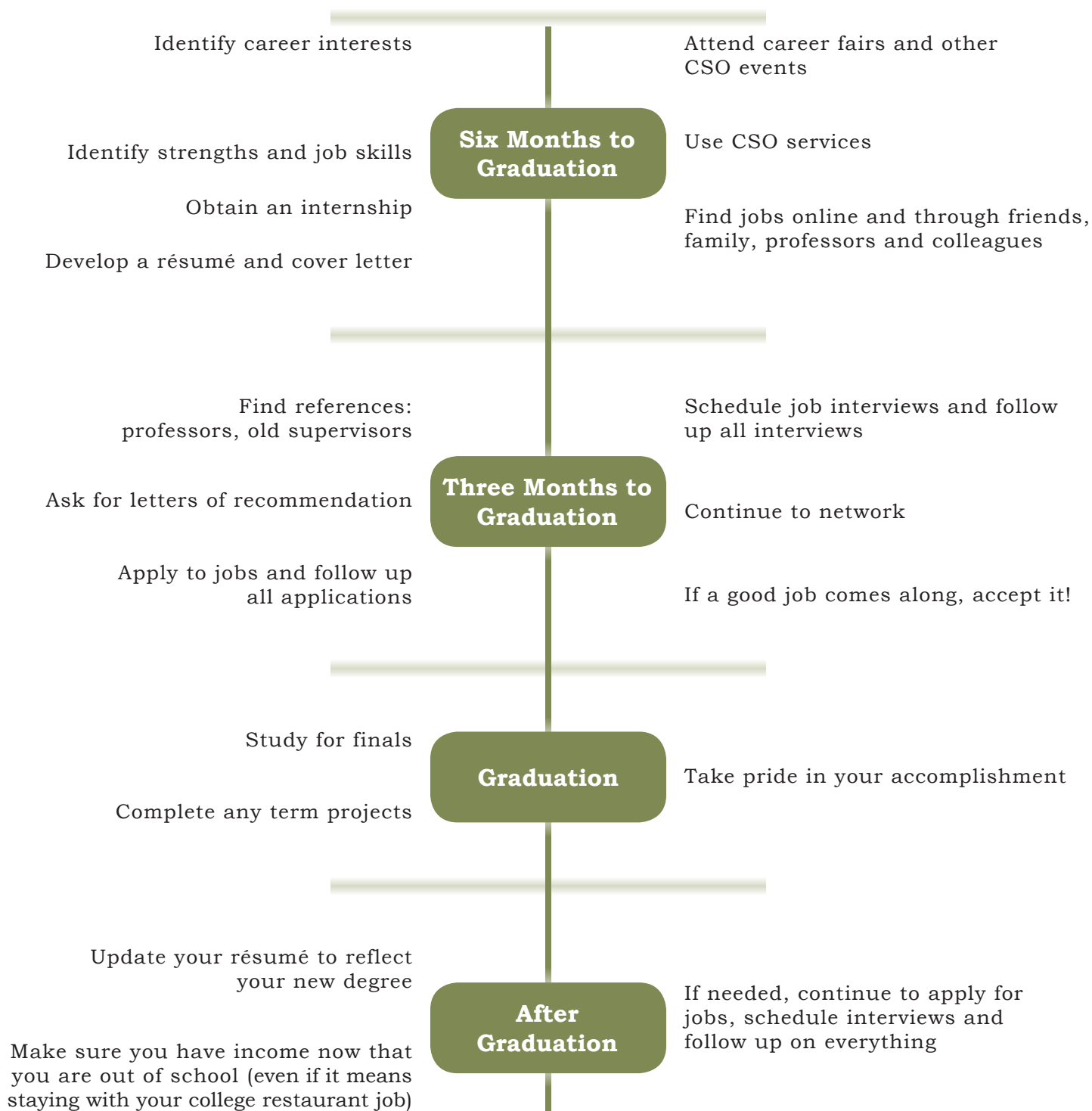
Networking is about building and maintaining relationships. In this case, your network will help you tap into the hidden job market.

This can feel like an uphill battle until you identify your connections with the world of work. At first, networking can seem unnatural as the thought of rejection sends most people into a panic. However, preparing yourself in advance can alleviate the paralyzing effects associated with networking.



EXAMPLE GRADUATION TIMELINE

Ideally, your job search process begins before you have even graduated



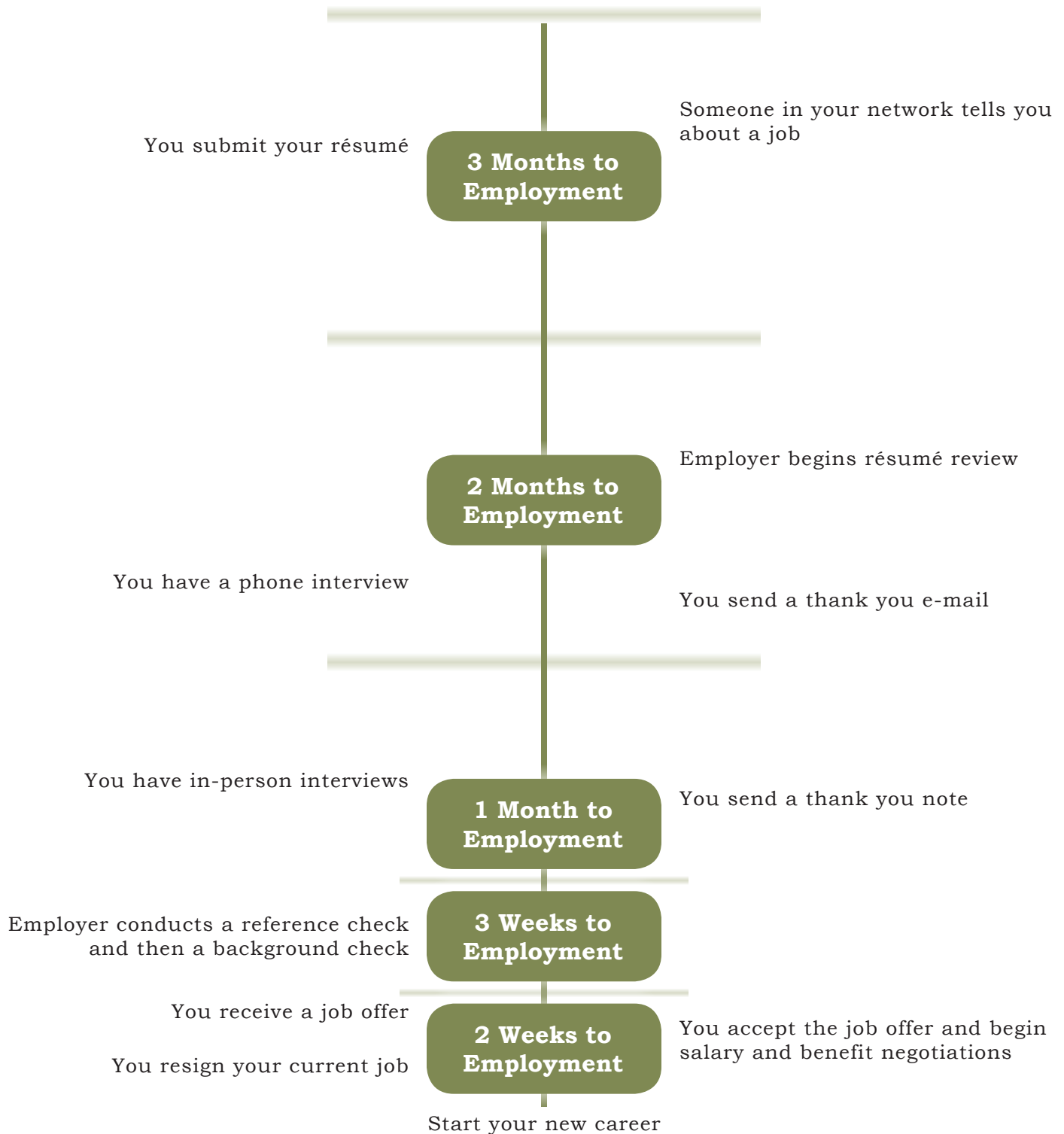
Adapted from

Job Search Tips and Job Timeline for New Grads. Career Explorer.com. Retrieved February, 18, 2013 from <http://www.campusexplorer.com>

EXAMPLE JOB SEARCH TIMELINE



position opens and the employer begins accepting applications



EXAMPLE OF EFFECTIVE JOB SEARCH DOCUMENTS

Job search documents can include not only résumés and cover letters, but also portfolios, thank you notes, acceptance letters, and any additional documents related to the job search. This guidebook will assist you in the development of effective documents that will assist in marketing your skills and abilities to potential employers. The CSO has several resources to assist you including:

- CSO website
- Workshops
- Individual appointments
- Check the Career Events website for a list of upcoming CSO events; careerevents.iusb.edu

TAYLOR L. BARRETT, JR.
222 Park Court • Elkhart, IN 46516 • (574) 555-5555 • tbarrett@iusb.edu

SUMMARY OF QUALIFICATIONS

- Exceptional interpersonal communication skills, both written and verbal
- Excellent organizational, analytical and problem-solving skills
- Over 7 years of experience working with and mentoring at risk youth
- 10+ years of experience of maintaining confidentiality of medical, civil, and research documents

EDUCATION

Indiana University South Bend
May 2012
Bachelor of Science, Major: Criminal Justice

Ancilla College
June 2002
Associate of Science, Major: Physical Sciences
Donaldson, Indiana
Concentration: Chemistry

WORK EXPERIENCE

Legal Program Administrative Intern
March 2011 - June 2011
Northern District of Indiana Federal Community Defenders, Inc.
South Bend, IN

- Served subpoenas and notified defense witnesses of court appearances
- Prepared legal documents for individual hearings
- Communicated with staff attorneys, paralegals, and investigator in regard to cases
- Compiled and summarized substantive information on statutes
- Interviewed expert and fact witnesses and coordinated testimony
- Collected, organized and evaluated evidence and exhibits

Lab Assistant/Lab Technician
Dec. 2003 - July 2004 and Sept. 2008 - June 2010
St. Joseph County Court Substance Abuse Program
South Bend, IN

- Labeled and logged specimens
- Created and distributed positive test reports for utilization in individual case files and treatment plans
- Maintained confidential client files and all case notes
- Witnessed and answered individual inquiries regarding urinary
- Bridged gap from client to case worker about alcohol abuse history
- Processed client files utilizing the Wintox computer program

Applications Technician

TAYLOR L. BARRETT, JR.
222 Park Court • Elkhart, IN 46516 • (574) 555-5555 • tbarrett@iusb.edu

September 24, 2012

George Kuta, Coordinator
Human Resources
St. Joseph County Probate Court
1000 S. Michigan St.
South Bend, IN 46601

RE: Electronic Monitoring/Day Reporting Officer

Dear Mr. Kuta:

While browsing the Juvenile Justice Center website, I was excited to learn about the Electronic Monitoring/Day Reporting Officer opportunity within the Monitoring Home Detention Program. I have enclosed my résumé for your review for this position.

While working at Madison Center, I developed a passion to assist our local at-risk youth in achieving personal goals and becoming contributing members of the community and society. Additionally, while interning at the Northern District of Indiana Federal Community Defenders, Inc., I had the opportunity to grasp the impact we all have as civil servants. Therefore, I look forward to the opportunity to apply my knowledge, skills and abilities from my education and professional work experience to assist the Juvenile Justice Center in achieving its goals.

Upon review of my résumé, I am confident you will find my skills and experience to be an excellent complement for your Electronic Monitoring/Day Reporting Officer position. I would welcome the opportunity to further discuss my qualifications in an interview at your earliest convenience. Should you have questions or need additional information please contact me at (574) 555-5555 or tbarrett@iusb.edu.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,
Taylor L. Barrett, Jr.
Taylor L. Barrett, Jr.

Enclosures: Résumé
References

Taylor L. Barrett, Jr.
222 Park Court
Elkhart, IN 46516

THANK YOU

Taylor L. Barrett, Jr.

George Kuta, Coordinator
Human Resources
St. Joseph County Probate Court
1000 S. Michigan St.
South Bend, IN 46601

Find a Job or Internship at **IUSBCareers**

www.iusbcareers.com

▶▶▶ Job and Internship Searching

With IUSBCareers, you can search:

- Full-time, part-time and temporary positions
- Internship opportunities
- Work study opportunities on and off campus
- Local, regional, national and international jobs

The job and internship search functions also allow you to apply for positions online, save opportunities to folders for quick and easy access, and view recommended positions based upon profile information.

▶▶▶ Résumé Referral

IUSBCareers allows you to upload and publish your résumé to various résumé books including the general résumé book, job fair résumé books, and the national résumé book. You can also upload targeted résumés and cover letters to apply for specific positions online. Transcripts, writing samples, and other job search-related materials can be uploaded as well.

▶▶▶ Career Services & Events

View upcoming IU South Bend Career Services events including workshops, and information tables. In addition, view local and national career fairs, workshops, and other career-related events.

▶▶▶ Employer Profiles

Search for local and national employer profiles by name, city, and/or industry. Employer profiles include a brief overview of the company, industry, web site, current job/ internship positions, events, and contact information.

All IU South Bend Students Have an IUSBCareers Account!

Learn how to take advantage of this instrumental tool by visiting our website
careers.iusb.edu

If you experience any trouble, contact the CSO by calling (574) 520-4425 or e-mailing sbcareer@iusb.edu. We are happy to help.

*Community members are welcome to use IUSBCareers. Create an account by going to IUSBCareers and following the **Register** prompts.*